

City Of College Park
2023 General Election
Sunday, November 5



CANDIDATE GUIDE

**CITY OF COLLEGE PARK, MARYLAND
2023 GENERAL ELECTION
CANDIDATE GUIDE**

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INTRODUCTION

NOTE: ELECTION DISTRICTS HAVE CHANGED

- Council districts have changed since the 2021 City election due to Redistricting.
- A detailed [Council District map](#) is available on the City's website.
- Make sure you are using the new map when collecting signatures.

RUNNING FOR OFFICE

1. General Information and Qualifications

The City of College Park will hold its General Election for the offices of Mayor and eight District Councilmembers (2 from each district) on Sunday, November 5, 2023.

Residents interested in running for elected office must be:

- A citizen of the United States;
- A current registered voter in the City;
- Domiciled in the City for at least one year immediately preceding the date of qualification. [The Board of Election Supervisors may request proof of the domicile requirement.]

At the time of taking office, which will be December 5, 2023, the elected official must be at least 18 years old.

The Mayor must continuously reside in the City during their term. Each Councilmember must continuously reside in their respective district during their term. Terms are for two years.

The City of College Park utilizes a Council-Manager form of government, which is the system of local government that combines the political leadership of the elected body (the Mayor and City Council) with the

managerial experience of a local government manager (the City Manager) to oversee daily operations and the delivery of public services.

As described by Ballotpedia: *In a council-manager government, an elected city council serves as the city's primary legislative body and appoints a chief executive officer called a city manager to oversee day-to-day municipal operations, to draft a budget, and to implement and enforce the council's policy and legislative initiatives.*

The Maryland Municipal League publication, *So You Want To Be An Elected Municipal Official: What You Need To Know First*, includes helpful information about the role of an elected official in a municipality. The publication is available from the [here](#).

The Mayor and City Council meet on Tuesday nights at City Hall. Elected officials are compensated. Effective January 2024, the Mayor receives \$15,000 per year; the Mayor Pro Tem receives \$12,500 per year; and each Councilmember receives \$10,000 per year.

2. Procedures

This Candidate Guide contains the forms required for qualification. We suggest that candidates who obtain this Guide from the City website notify the City Clerk's office of their contact information to ensure that we are able to advise you of any changes in regulations or requirements pertaining to the election. Candidates should also check the election page of the City website frequently for updates and/or clarifications. We will post the Q&As that have come in from candidates to ensure everyone has the same information.

A. Petitions: College Park uses a petition process to qualify candidates.

- Candidates for the office of Mayor must collect the signatures of 20 qualified voters from each Council district.
- Candidates for a Council district seat must collect the signatures of 25 qualified voters from their respective Council district.

- B. Other Required Forms: In addition to the Candidacy Petitions, a candidate must also file these forms by the due date:
1. Authorization of Candidacy
 2. Appointment and Acceptance of Treasurer
 3. Financial Disclosure Statement For Candidates.
 4. Initial Campaign Finance Report
 5. Authorization of Electronic Filing for Campaign Finance Reports (optional, but suggested)

A note about your forms: Your name must be written the same way that you are registered with the Prince George's County Board of Elections on all of the forms that you submit.

C. Deadline: Candidacy petitions and other required forms are due by 4:00 p.m. on Wednesday, September 13, 2023. Forms must be submitted by the deadline. There are no exceptions. The signed originals must be submitted to the City Clerk's office, 7401 Baltimore Avenue, Suite 201, College Park, Maryland 20740.

A note about the deadline: Petitions and other required forms turned in on the last day may not be reviewed in time for you to be notified of, and correct, any deficiencies. For this reason, we encourage you to submit your forms early.

LINKS TO ALL FORMS

1. [Petition for Candidacy – Mayor](#)
2. [Petition for Candidacy – Councilmember](#)
3. [Authorization of Candidacy – Mayor](#)
4. [Authorization of Candidacy – Councilmember](#)
5. [Appointment and Acceptance of Treasurer for Candidates](#)
6. [Appointment and Acceptance of Officers and Treasurer for a Political Committee](#)
7. [Financial Disclosure Statement \(Form #2\) for Candidates](#)
8. [Authorization of Electronic Filing of Campaign Finance Reports](#)
9. Campaign Finance Report
 - a. [PDF/Paper](#)
 - b. [Excel Spreadsheet](#)
10. [Resignation of a Treasurer for Candidates AND/OR Resignation of a Treasurer for a Political Committee](#)

ELECTION RULES AND REGULATIONS

Board of Election Supervisors

Under Article IV of the City Charter, the Mayor and Council appoint a Board of Election Supervisors (BOES) to oversee the City elections. The goals of the BOES are:

- To provide all registered voters accessible locations in which they may exercise their right to vote;
- To ensure uniformity of election practices;
- To promote fair and equitable elections;
- To maintain election records, Campaign Finance Reports, and other election-related data accurately and in a form that is accessible to the public.

The BOES conducts the election, tallies the votes, and certifies the results. The BOES reviews and validates these forms:

- Candidacy petitions;
- Authorization of Candidacy form;
- Appointment of Treasurer form;
- Campaign Finance Reports;
- Authorization of Electronic Filing.

For information about candidacy requirements, campaign finance, or for questions about how to complete the forms mentioned above, you may contact the City Clerk, or a member of the BOES. Please check with the City Clerk for contact information. The City Clerk is authorized to receive all petitions, forms, notices, and reports that are required.

Ethics Commission:

There is also a Council-appointed Ethics Commission that is authorized under Chapter 38 of the City Code to:

- Render opinions
- Investigate alleged violations of Chapter 38 (Ethics) and Chapter 34 (Elections) of the City Code

- Receive and review Financial Disclosure Statements.

Please check with the City Clerk for contact information for the Ethics Commission. The City Clerk is authorized to receive Financial Disclosure Statements for the Ethics Commission.

Rules and regulations pertaining to City elections are found at various places in the City Code, City Charter and State Code.

Requirements placed on candidates are found in the following City and State laws:

[Charter of the City of College Park, Article III, Mayor and Council](#)
[Charter of the City of College Park, Article IV, Voting and Elections](#)
[Code of the City of College Park, Chapter 34, Elections](#)
[Code of the City of College Park, Chapter 38, Code of Ethics](#)
[Code of the City of College Park, Chapter 141-7, Signs or advertisements](#)

General laws, rules and regulations pertaining to elections can be found here:

[Code of the City of College Park, Chapter 30, Council Districts](#)
[Code of the City of College Park, Chapter 110, Fees and Penalties](#)
[Registration and Election Laws of Maryland 2013 \(published by the State Board of Elections\)](#)

Q&A Opportunity for Prospective Candidates:

The Board of Election Supervisors and the Ethics Commission will hold a Zoom meeting to answer candidates' questions on Wednesday, August 30, at 7:00 p.m. Please check the website for the Zoom link for this meeting. Questions and answers from candidates will be posted on the City website.

CAMPAIGN FINANCE REPORTING FOR CANDIDATES

Rules pertaining to Campaign Finance Reports are found in the City Code.

1. Campaign Finance Reports and Deadlines:

Candidates are required to file at least three Campaign Finance Reports, on the schedule below:

- A. Initial Campaign Finance Report: Due between October 1 – October 16, 2023 at 4:00 p.m.
- B. Pre-Election Campaign Finance Report: Due October 27 or October 28, 2023
- C. Post-Election and/or Final Campaign Finance Report: Due November 19, 2023 by 4:00 p.m. If your campaign account has a zero balance, this may be your final report.
- D. Subsequent Campaign Finance Report(s): If your Post-Election report shows a balance, you must file a Subsequent Campaign Finance Report the following July 1, and every July 1 thereafter, by 4:00 p.m. until the campaign has a zero balance.

2. Three formats to choose from:

For your convenience, Campaign Finance Reports are available in three formats from the Election page on the City's website:

- Paper
- Fillable PDF
- Excel Spreadsheet

3. How to File:

Suggested method: You may pre-arrange Electronic Filing of Campaign Finance Reports by completing and submitting the form "Authorization of Electronic Filing/Campaign Finance Reports" by the filing deadline. If Electronic Filing has been pre-arranged, you may submit your reports by

email from the pre-authorized e-mail address to:

CampaignFinance@collegeparkmd.gov .

If you have not made prior arrangements for electronic filing, your Campaign Finance Reports must be submitted to the City Clerk's office, 7401 Baltimore Avenue, Suite 201, College Park, during regular business hours.

Note: We encourage electronic authorization and filing of your Campaign Finance Reports.

Note: No other election forms may be submitted by email.

If you have any questions, please call the City Clerk at 240-487-3501.

Instructions on how to complete Campaign Finance Reports are included on the form itself. If you have questions, please contact the Chief of the Board of Election Supervisors. Once submitted, forms will be reviewed by the BOES. If there are any questions or errors, you will be contacted.

Note: Approved Campaign Finance Reports will be posted on the City's website.

4. How to close out a Campaign Account if there are funds remaining:

Surplus funds may be disbursed as follows:

- Returned to the contributors on a pro rata basis;
- Paid to the City treasury;
- Donated to a qualified charitable organization.

Your final Campaign Finance Report must properly reflect the disposition of funds.

5. Rules pertaining to campaign finance:

Campaign finance rules can be complicated. The following information addresses our most frequently asked questions. For clarification or additional questions, please contact the Chief Election Supervisor.

Treasurer:

You need to designate a treasurer **only** if you intend to accept cash or in-kind contributions. (Volunteer campaign help is **not** considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

Partition date between election cycles for Campaign Finance reporting:

For clarification on how to report ongoing Campaign Finance activity across consecutive election cycles, the Board of Election Supervisors has adopted the following policy:

The day after the "Subsequent Campaign Finance Report" for any election is due, the next campaign finance reporting period for a subsequent election for a returning candidate shall begin.

For example: For the November 7, 2019 election, Subsequent Campaign Finance Reports ("SCFRs") are due on July 1, 2020 and thereafter until there is a zero balance in the campaign account. However, if the candidate is returning for the 2021 election, any campaign finance activity that occurs on or after July 2, 2020 should be reported on the Initial Campaign Finance Report due for the 2021 election, and a July 1, 2021 SCFR would not be due. Because the candidate is returning for the 2021 election, the July 1, 2020 SCFR closes out the 2019 election's reporting requirement. Any balance remaining in the campaign on July 1, 2020 should be carried forward to the next election cycle and reported on the Initial Campaign Finance Report due for the 2021 election.

For campaign finance reporting purposes, a "returning candidate" is defined as a person who, as of the due date of the initial SCFR, has a balance on that report, and may decide to run for elected City office during the next election. A public declaration of candidacy is not required.

A person with a campaign account balance who does not intend to run for office in the next election is not a returning candidate and shall continue to file SCFRs until the campaign balance is zero.

Meet and Greets:

A "Meet and Greet" is a neighborhood event at which incidental refreshments such as coffee, tea, and cookies may be served at no charge. Meet and greets may be hosted or sponsored by a candidate, a political committee, or individuals.

Any person sponsoring a Meet and Greet shall report the cost of the Meet and Greet to the candidate for whom the event was held. It is the candidate's responsibility to report this as an "in-kind" contribution.

Refreshments may be provided at a Meet and Greet for no charge if they are incidental to the event. Food or refreshments, at no charge, cannot be the featured attraction to induce people to attend a political event (e.g., an advertisement that announces "Join John Doe at a free spaghetti dinner"). If more food and drink is served than what would be conservatively defined as incidental to the event, there must be a charge for at least the actual cost of the food or refreshments if the food and refreshments are advertised. The host may either:

- A. Charge for the cost of the food and drink only: "Join John Doe for spaghetti dinner, cost \$3.50 per person." (\$3.50 is the actual cost of the dinner), or
- B. Charge a per plate/per person cost in excess of the value of the food and drink, with the amount collected in excess considered a cash

campaign contribution: "Join John Doe for spaghetti dinner, cost \$25 per person." (\$3.50 is the cost of the dinner. Report each person as contributing the difference of \$21.50.)

The candidate shall report the net cost of the Meet and Greet as an "in-kind" contribution on their campaign finance report. The in-kind contribution shall count toward the total candidate donation limit.

If the Meet and Greet is for more than one candidate, the expense shall be divided by the number of candidates attending and that portion reported to each candidate as a contribution.

If the Meet and Greet is held in the sponsor's personal residence, no cost for the use of the property is considered a campaign contribution.

If two or more people together who are **not** spouses or domestic partners hold a Meet and Greet, these expenses shall be considered as made by a Political Committee and Political Committee limits apply.

If two spouses or domestic partners together hold a Meet and Greet in their personal house, this donation shall be considered a shared expense split between them.

If a Meet and Greet is held for more than one candidate, the total expense for the event shall be split among each candidate by equal portion. The same limits for a single candidate Meet and Greet will still apply.

Beer and wine can be served at a Meet and Greet so long as the beverages are not used as an inducement for attendance nor advertised. The cost of the beer or wine is incorporated into the total cost of the event. Those costs should be included into the total in-kind donation; the same limits apply.

Giveaways:

With some exceptions, election law prohibits giving away something of value with the intent to influence how a person votes (undue influence).

Items that have no use or value independent of a political campaign- such as campaign buttons, bumper stickers, posters, brochures, doorknob hangers, and campaign literature- may be given away. However, "things of value" may not be given away.

Three elements must be present to constitute "undue influence" when giving items away:

1. The item must be an item of value (see lists below);
2. The item must be advertised or otherwise promoted as available as an inducement;
3. The inducement must be to get a person to take an action restricted by statute (vote in a particular way, support a candidate, etc.).

Items of nominal value (very inexpensive types) of the following may always be given away:

balloons | bookmarks | bottled water | calendars (such as plastic or magnetic)
eye glass repair kits (of low value) | emery boards | fans (paper or plastic) | flags (novelty with campaign info) | ink pens | key chains | litterbags (paper or plastic)
matchbooks | pencils | refrigerator magnets or "mini-magnets" | rulers (small - wood or plastic) | shopping bags (paper or plastic) | small candy | soda can cozy

The distribution of these types of items is not "undue influence" (inducing the recipient to take a certain political action in violation of election law) if the candidate or person(s) ensures:

- Only very small quantities of an item are given to any one person;
- The distribution of the item is incidental to the political activity that occurs during the distribution;

- The item does not contain another connected offering for something of value (for example, the back of a fan should not contain a coupon for \$3.00 off a pizza).

It is sometimes allowable for a candidate or political group to give away a thing of value **if** there is no advertising or promotion of the giveaway, and if individuals will receive the item regardless of their support or opposition of the political issue. For example:

- It is allowable to provide door prizes at a fundraiser, as long as the door prizes are not advertised as an inducement to attend the fundraiser.
- If a candidate or other person(s) advertises and gives away items of value, then the campaign must charge attendees at least the cost of the item. The money spent to purchase the items and the money received in payment for the items must be reported on the appropriate campaign finance report. For example:
 - At a fundraising dinner where each guest is charged \$50 to enter, the campaign may include on the invitation a notice that all attendees will receive a free t-shirt.

Items that can **never** be given away:

calculators | flashlights | frisbees | hats | postage stamps | toys | t-shirts

The lists above are not all-inclusive. If you have a question about any particular item not on either list, contact the BOES for guidance.

Separation of Campaign Funds from Personal Funds:

The amount of money collected by candidates has increased in recent campaigns. As a result, some candidates are interested in separating their personal funds from their campaign funds. Separation of funds is not a requirement in City elections. Some banks will not allow a customer to establish two accounts with the same Social Security Number under different names (e.g., "John Doe Personal" and "John Doe Campaign"). If requested, the City will prepare a letter that you can present to your bank in

support of your request to establish a bank account in the name of the campaign, attesting that you are a qualified candidate in a City election. However, be advised that your bank still may not honor the request.

6. State Reporting Requirements:

In accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed campaign finance reports to the State Board of Elections within 10 days of the date the report is due to the City. The state law reads:

“If a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate.”

Your report should be submitted to Erin Dennis at the State Board of Elections at: erin.dennis@maryland.gov

CRITICAL DATES AND FILING DEADLINES

By this deadline	You must	Reference
Wednesday, September 13, 2023 at 4:00 p.m.	Submit signed originals of candidate forms: 1. Petition for Candidacy 2. Authorization of Candidacy 3. Appointment and Acceptance of Treasurer 4. Financial Disclosure Statement For Candidates 5. Initial Campaign Finance Report 6. Authorization of Electronic Filing/Campaign Finance Reports (if desired)	Charter C4-5, Code 34-11, Code 38-15, Code 34-15
Friday, September 15, 2023 at 4:00 p.m.	Last day to withdraw application for candidacy	Charter C3-6 B(3) (a)
Between October 1 – October 16, 2023 at 4:00 p.m.	Initial Campaign Finance Report due	Code: 34-15A(1) 34-16A
October 27 or October 28, 2023	Pre-Election Campaign Finance Report due	Code: 34-15A(1) 34-16A
November 19, 2023 by 4:00 p.m.	Post-Election Campaign Finance Report due	Code: 34-15A(2) 34-16C
July 1, 2024 and every July 1 thereafter until the campaign has a zero balance	Subsequent Campaign Finance Report due	Code: 34-15A (3) 110-2

CAMPAIGN SIGNS AND OTHER POLITICAL MATTER

1. Placement: Campaign Signs are regulated according to where they are placed. Campaign signs may **never** be placed on City property, except in designated electioneering zones on Election Day.
 - A. On Private Property and Commercial Property: Campaign Signs may be placed on Private Property or on Commercial Property with the permission of the Property Owner at any time.
 - B. On City-owned Rights-Of-Way: Signs on City-owned rights-of-way are regulated by Section 141-7 of the City Code:

“It shall be unlawful for any person to post or allow to be posted in any manner on any public street or thoroughfare within the City limits any form of advertisement for any type of event or campaign without notifying and obtaining permission from the City Public Services Department.”

Political signs or other political matter on City-owned rights-of-way may not be posted more than 45 days prior to an election and must be removed within 48 hours after the election.

To contact the Public Services Department: Call 240-487-3570 or send an e-mail to CampaignSigns@collegetparkmd.gov. Your email should include the name of the candidate and your contact information.

- C. On County and State Roads:

Certain roads in the City are state or county roads which may have additional requirements and/or regulations regarding campaign signs. In addition to notifying the City’s Director of Public Services, you may want to contact the appropriate state or county agency before placing campaign signs on the following roads:

 - State Roads: Route 193 (Greenbelt Road), US Route 1 (Baltimore Avenue), Campus Drive, River Road
 - County Roads: Cherry Hill Road, Metzerott Road

2. Attribution Statements: All political matter, including signs, must have an attribution statement. Details may be found in §34-17 of the City Code.

A. What is Political Matter?

Simply stated "Political Matter" is advertising pertaining to one or more candidates or to an election issue. Among other things, it includes any written, printed, telephone or electronic communication.

Section 34-17 of the City Code provides a full description, but the most common forms of political matter are:

- Flyers
- brochures
- yard signs
- websites
- other electronic communication
- other matter intended to influence the outcome of the election
-

Normal newsletters published by elected officials that do not directly mention any persons' candidacy or ballot issue are not considered campaign matter.

B. How should the attribution read?

For Campaign Signs that clearly show the Candidate's name, a statement such as:

"Authorized by John Doe, Treasurer"

"Paid for by Candidate"

"Paid for by Citizens for Good Government"

For printed matter, more information is required. For example:

"Paid Political Advertisement, Authorized by John Doe, Treasurer"

"Paid Political Advertisement, Authorized by Jane Smith, Candidate"

C. What About Electronically Distributed Political Matter?

In the event Political Matter is distributed through an electronic media (such as email, social networks, electronic messaging, blogs, email subscription lists, and websites) and it is not feasible to comply with the attribution requirements due to size or other restrictions, then the communication must allow the voter to click on a link to access the campaign website that displays

the information required in § 34-17 of the Code. Otherwise, the matter must comply with the attribution standards for printed material.

D. What about “Robocalls”?

Pre-recorded telephone messages that transmit political matter must, at the beginning of the message, clearly identify the individual, candidate, political committee, business or other entity initiating the call, and shall state clearly during or after the message the telephone number or address of the call’s authorizer.

FREQUENTLY ASKED QUESTIONS

1. May I send in my forms by fax or email?

- No. Originals of the Candidacy Petitions, Authorization of Candidacy, Appointment of Treasurer and Financial Disclosure Statement forms must be submitted to the City Clerk's office by the due date.
- Only if the "Authorization of Electronic Filing" form has been previously filed may Campaign Finance Reports be submitted by email. They can only be submitted to CampaignFinance@collegeparkmd.gov
- If "Electronic Filing" has not been authorized, you must submit original forms by the due date.

2. Where Can I Get Voter Lists?

Voter lists and labels can be purchased from the Prince George's County Board of Elections (301-341-7300).

3. Where Can I Electioneer on Election Day?

The BOES will designate an electioneering area at the polling location for Early Voting and Election Day. All candidates will be provided with a sketch showing the locations once the ballot has been finalized. Any other person desiring to electioneer should request a copy of the sketch from either the City Clerk or the Board.

4. When are the Ballots Counted?

Ballots cast on Election Day will be tabulated after the polls close on Election Day. The official canvass, which includes counting the Early Voting ballots, the absentee/mail-in ballots, and the validated provisional ballots, will begin on Monday, November 6, and continue until all valid ballots have been counted. Election results will be certified no later than Thursday, November 9. The BOES will present the official results at the Council meeting on Tuesday, November 14, 2023.

5. I would like a list of Absentee Ballot Requestors. When Will It Be Available?

The Board does not release such lists until there have been a sufficient number of absentee ballots requested. In a District with very few requests

a list may not be made available at all to ensure that the secrecy of an absentee voter's ballot is maintained.

6. Do I Need a Treasurer?

You need to designate a treasurer only if you intend to accept cash or in-kind contributions. (Volunteer campaign help is not considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

7. As a Candidate, Should I Form a Political Committee?

We do not suggest it. You can open a bank account with a name like "Friends of John Doe" to collect campaign contributions, but this is not the same as a political committee. If you form a political committee, it may only contribute \$250 toward your candidacy during the election cycle. As a candidate with an appointed Treasurer, you may collect and spend any amount so long as you collect no more than \$250 from each contributor, not including yourself or your spouse.

8. I am a current elected City official. What should I know about campaigning while also holding office?

Once an incumbent has indicated his or her intention to seek reelection, regardless of whether official papers have been submitted, he or she is considered a candidate. In order to keep a "level playing field" among all candidates, certain privileges afforded to a Councilmember are not afforded to any elected official who is a candidate.

- Incumbent candidates may not use meeting space at a City building free of charge.
- The City will not copy material for a neighborhood meeting free of charge.
- Incumbent candidates may not use a City email address for campaign related matters.
- The City Ethics Commission issued an advisory opinion that addressed the question of whether incumbent candidates for office may distribute their City business cards with their campaign literature. Their conclusion states, "...incumbent candidates for City office must **not** distribute their

official, City-provided business cards in connection with mass distributions of campaign materials or during campaign activities such as door-to-door canvassing or public campaign appearances.”

As an extension of this opinion, an elected official who is a candidate may not wear their City Seal clothing provided by the City for their position as an elected official when campaigning..

For further clarification, please contact the City Clerk.

9. Can I begin campaigning for office before I've submitted the required documents and have had them accepted/approved?

Yes, you may begin campaigning for the current election whenever you wish. The submission and approval process ensures that you meet the City Code requirements to be elected to office. All contributions received, and funds expended, prior to your certification as a candidate must be reported on your Initial Campaign Finance Report.

10. Do all campaign documents need an original signature?

All documents associated with the initial qualification for office must be original documents with an original signature. Campaign Finance Reports must be original documents with original signatures unless the “Authorization for Electronic Filing” has been previously submitted. In this case, typed signatures are acceptable on a Campaign Finance Report that is properly submitted by email.

11. May I use the City Seal in my campaign material:

Click [here](#) for the City’s policy on use of the City Seal.

12. May I march in the City Parade?

A candidate (whether or not you are a current elected official) may contact the Communications and Events Department for instructions on applying to be in the parade. A current elected official who wishes to participate in the parade as a candidate must apply for and receive permission from the Communications and Events Department. While participating in the parade, you may not wear your City Seal clothing or be located on the City float.

CAMPAIGN FINANCE REPORTING REQUIREMENT FOR INDIVIDUALS: THE “INDEPENDENT EXPENDITURE REPORT”

The City of College Park requires reporting of independent expenditures in excess of \$100 made by individuals in support of candidates and issues.

[Chapter 34-15](#)(c) of the City Code states:

“Within 48 hours after a person makes aggregate independent expenditures of \$100 or more in an election cycle for campaign material that is a public communication, the person shall file a registration form and independent expenditure report with the Supervisors of Elections. A person who files an independent expenditure report under this subsection shall file an additional independent expenditure report with the Supervisors of Elections within 48 hours after making an expenditure of \$100 or more for campaign material that is a public communication following the closing date of the person's previous independent expenditure report. "Person" includes an individual, a partnership, a committee, an association, a corporation, a labor organization, or any other organization, business, or group of persons.”

Public communications are things like flyers, brochures, letters, signs, advertisements, advertising giveaways, robo-calls, etc. The cost of creating and disseminating campaign material, including any design and production costs, shall be considered in determining the aggregate amount of independent expenditures made by a person for campaign material.

The *Independent Expenditure Report* may be filed with the City Clerk for the Supervisors of Elections. If desired, it may be filed electronically if you have previously filed an *Authorization of Electronic Filing of Campaign Finance Reports*.

Note: After your initial filing, you must file an additional report within 48 hours for any additional expenditures of \$100 or more.